



CITY OF BEAVERTON
Community Development Department
Planning Division
4755 SW Griffith Drive
PO Box 4755
Beaverton, OR. 97076
Tel: (503) 526-2420
Fax: (503) 526-3720
www.beavertonoregon.gov

OFFICE USE ONLY

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LAND USE DESIG: _____ **NAC:** _____

DEVELOPMENT APPLICATION- TEMPORARY USE NON-MOBILE SALES

APPLICANT: *Use mailing address for meeting notification.* *Check box if Primary Contact*

COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP) _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **CONTACT:** _____

(Original Signature Required)

APPLICANT'S REPRESENTATIVE: *Check box if Primary Contact*

COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP) _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **CONTACT:** _____

(Original Signature Required)

PROPERTY OWNER(S): *Attach separate sheet if needed.* *Check box if Primary Contact*

COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP) _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **CONTACT:** _____

(Original Signature Required)

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: _____

ASSESSOR'S MAP & TAX LOT # **LOT SIZE** **ZONING DISTRICT**

BUSINESS NAME: _____

EXISTING USE OF SITE: _____



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TEMPORARY USE

TEMPORARY NON-MOBILE SALES SUBMITTAL CHECKLIST

- ☐ **A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
- ☐ **B. CHECKLIST.** Provide **one (1) completed copy** of this one page checklist.
- ☐ **C. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed project. In the written statement, please provide:
- ☐ Individual findings specifically addressing how and why the proposal satisfies each of the criteria within the appropriate Approval Criteria Section of Chapter 40 of the City's *Development Code* (ORD 2050), attached.
 - ☐ Hours of operation, total number of employees, and maximum number of employees per shift.
 - ☐ Length of time the structure(s) are proposed to remain on site.
 - ☐ Type of building(s) to be used.
 - ☐ Detailed description of the proposed use including type of sales and products.
- ☐ **D. FEES,** as established by the City Council. Make checks payable to the City of Beaverton.
- ☐ **E. BUSINESS LICENSE.** Provide **one (1) copy** of business's current city business license.
- ☐ **F. SITE PLAN:** Submit **three (3) copies** of a current site plan of the entire property. If the plan is not to scale, it must be fully dimensioned. Label and show the location of:
- ☐ property lines
 - ☐ vision clearance areas
 - ☐ proposed sales area or building
 - ☐ existing buildings on site
 - ☐ surrounding development adjacent to the proposed use
 - ☐ existing and proposed parking areas and their access
- ☐ **G. FOOD VENDING LICENSE.** Provide **one (1) copy** of current license from Washington County.
- ☐ **H. FIREWORKS LICENSE.** Provide **one (1) copy** of current license from appropriate state and/ or local agency.

I have provided all the items required by this one (1) page submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.

Print Name

Telephone Number

Signature

Date



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TYPE 1 TEMPORARY NON-MOBILE SALES - APPROVAL CRITERIA

PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS "NOT APPLICABLE" OR "THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS" ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.

An applicant for Temporary Non-Mobile Sales shall address compliance with all of the following Approval Criteria as specified in 40.80.15.2.C.1-14 of the Development Code:

- ☐ 1. The proposal satisfies the threshold requirements for a Temporary Non-Mobile Sales application.
- ☐ 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- ☐ 3. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- ☐ 4. The proposal is located entirely within private property in a commercial, multiple use, or industrial zoning district and the applicant has written permission from the property owner to utilize the subject property for the proposal.
- ☐ 5. The applicant has written permission from the City if the proposal is located on a public right-of-way within any of the Regional Center and Town Center Multiple Use Zoning Districts.
- ☐ 6. The use in which the proposed temporary use is engaged is listed as a permitted use in the specific commercial or multiple use zoning district and complies with all applicable use restrictions of the zone.
- ☐ 7. The proposal will not be located within the vision clearance area of an intersection as specified under Section 60.55.50.
- ☐ 8. The proposal does not involve use of a permanent building.
- ☐ 9. The proposal shall not obstruct or occupy permanent required parking spaces unless it can be demonstrated that the permanent required parking is not being used by the permanent use located on the subject site pursuant to Section 40.55.15.3 (Excess Parking) of this Code.

- ☐ 10. The site of the proposal has safe vehicle and pedestrian circulation consistent with Section 60.55 (Transportation Facilities) of this Code.
- ☐ 11. The proposed hours of operation for the temporary use are allowed in that zoning district and do not require Conditional Use approval.
- ☐ 12. The site of the proposal has adequate parking facilities to accommodate the anticipated needs consistent with Section 60.30 (Off-Street Parking) of this Code.
- ☐ 13. Temporary Non-Mobile Sales has not occurred more than twice on the same site in the same calendar year.
- ☐ 14. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.